

United States Bankruptcy Court
District of New Jersey

NOTICE RE COPY PROCEDURES

Effective immediately, the contract copy service (Xyan, formerly LexPlex) at the U.S. Bankruptcy Court has been discontinued. Copies of court documents may be obtained as follows:

1) **Via the Internet:** send requests to the special e-mail addresses noted below. Documents requested in this manner will be scanned and will be available for downloading from the court's web site within 24 to 48 hours of receipt of the request.¹ If, for any reason, the court cannot provide copies over the Internet, the requested documents will be photocopied and mailed, or available for pick up, at a charge of \$0.50/per page.

Please note: The Court will scan documents containing **25 pages or less**. To obtain a copy of a larger document, you must request conventional copies either in person or by mail. In addition, you are encouraged to review the docket of the case in question, as the requested document may have been previously scanned.

Email Addresses:

camden_copy@njb.uscourts.gov newark_copy@njb.uscourts.gov
trenton_copy@njb.uscourts.gov

Please check the Public Access Imaging System before e-mailing your request, as an image of the document may be currently available. If you do need to contact the court, it is important that you include the docket entry number of each document.

2) **By writing** directly to the appropriate clerk's office. The copy fee is \$0.50/per page.²

Mailing Addresses:

U.S. Bankruptcy Court
U.S. Post Office
& Court House Building
PO Box 2067
Camden, NJ 08101-2067

U.S. Bankruptcy Court
PO Box 1352
Newark, NJ 07101-1352

U.S. Bankruptcy Court
Clarkson S. Fisher
Federal Bldg. & Courthouse
402 East State Street
Trenton, NJ 08608

3) **In Person** by visiting the clerk's office where the case is pending and requesting copies. The copy fee is \$0.50/per page.

¹ Currently, images are available via Racer free of charge. However, a billing mechanism will be put in place shortly and an access fee of 7 cents per page will be implemented.

² All court fees must be in the form of corporate check, attorney business account check, certified check, pre-approved credit card or money order.